

Village of Chatham IL - Solar Permit Process Checklist

- 1) Contractor needs to be registered with the village.
To register:
 - a. Complete contractor registration form
 - b. Pay a \$25 registration fee
 - c. Provide proof of liability insurance

- 2) Send in plans for Solar Panels to caseye@chathamil.gov
 - a. Structural Plans
 - b. Aerial view and street view of property
 - c. Provide disconnect or shunt at the end of each module string before junction box
 - d. Provide site location and photographs
 - e. Description of each device including disconnect/net meter/ all other safety or disconnect devices
 - f. Plans must show 25 kW or less
 - g. Plans must show 36" clearance on rooftop

- 3) Complete and send Net Metering Policy and Agreement, and Net Metering Application.
 - a. Both documents are located online at: <https://www.chathamil.gov/site-page/solar-net-billing-agreement-policy-and-application>
 - OR
 - b. Go to www.chathamil.gov -> hover cursor over 'Utility Office' -> click 'Net Billing Policy'

- 4) Send \$405 to village utility office – refer to Building Permit Fee Schedule
 - a. Pay \$100 for solar permit
 - b. Pay \$305 for electric solar meter

- 5) Schedule final inspection once panels are installed.
The following are REQUIRED to be present for final inspection:
 - a. Owner of property where solar panels are placed
 - b. Village of Chatham Electrical Inspector
 - c. Chatham Fire Department Chief
 - d. Solar panel company/Installer

Once everything passes final inspection:

- 6) Work order for solar meter install

- 7) Once meter installed, send letter of Approval for Interconnection
 - a. Goes to property owner and Solar Panel Installer

- 8) Final Inspections Certificate